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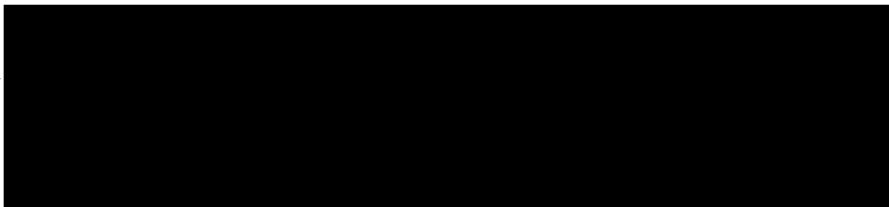
4 January 1952

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 13th Meeting, 3 January 1952, 4:00 P.M.

Present:



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1. A special meeting of the Working Group was called to confer with [redacted] of Forms Control Division, Office of the Advisor for Management respecting the layout and format of the proposed Personnel Evaluation Report. Many modifications in layout by [redacted] were adopted. Among the most important were:

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a. That the Report be on standard 8x10 $\frac{1}{2}$ paper rather than the legal size in order to fit personnel folders.

b. In view of the reduction in size (see above) it was agreed that the instructions be incorporated in a part of the form which would be separated from the main body by perforations so that prior to filing, the instructions can be detached and discarded, leaving a standard-size sheet for the permanent record. There was considerable discussion on this item, and it was agreed that all effort in designing the form would be made to preclude the separation of the instructions from the Report prior to action by the Reviewing Official. [redacted] cast a dissenting vote on the entire proposal.

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2. The text of the Memorandum transmitting the proposed Report to the Career Service Committee was reviewed and approved by the Working Group.

3. The next meeting will be held at the call of the Chairman.

4. The Meeting adjourned at 4:45 P.M.

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